

3 November 1972

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 44
30 October - 3 November 1972

STATINTL

1. The Director, OPPB has submitted a request for one of his Planning Officers, [] GS-15, to be enrolled in the Civil Service Commission's next Productivity Management Workshop, 4 - 8 December. We also have requests for two DDS employees, [] OTR. The DDS/STO will be submitting three others, as soon as cover problems are resolved (OL, OC, and OF).

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2. [] Chief of OSI's Future Systems Branch, Physical Science and Engineering Division, has been enrolled in CSC's Management Institute for Supervisory Scientists and Engineers, to be held at the National Academy of Sciences.

3. Of the 63 memos sent to Agency Training Officers and OTR School and Staff Chiefs regarding distribution of external course announcements, 39 have been returned to date.

4. For the quarter ending 30 September 1972, AIR sent 1,850 line items of training to the Office of Computer Services for input into the Agency Training Record. Our transaction edit and master update error lists showed only 50 items not accepted. This indicates 97.3% accuracy. Our "double-checking" of input and OCS's built-in controls seem to be paying off in lessening the time spent in AIR correcting and preparing information for re-input.

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5. [] attended the annual meeting of the College Entrance Examination Board in St. Louis, Mo., 29 - 31 October. One of the major topics of the sessions was "financing a college education," encompassing planning, federal legislation and funding,

deferred payments, career choices, and student aid programs. One of the highlights was the opening speech by Joseph P. Cosand, Deputy Commissioner for Higher Education, U.S. Office of Education, on "Who Plans for Tomorrow's Colleges?"

6. For DOD "Weapons" courses this month, OSR will utilize our two slots in the Air Force Nuclear Weapons Capabilities and Design Course at Kirtland AFB (formerly conducted by DNA at Sandia). For our two slots in AF's Ballistic Missile Staff Course, Vandenberg AFB, we have enrolled an IAS and DCS employee.

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7. [] Assistant for Information Control, called Chief, AIR regarding our request for a revision and reprint of the Form 73. He thinks it's a good example of a training form and plans to release it to GSA and National Archives if we have no objection. I told him ISS and AIR could see no objection; he will request formal OTR concurrence from SO/TR. He also said he's having second thoughts about the classification, "Confidential (when filled in)," and is considering a change to unclassified, with check blocks at the top, similar to the Form 610 (Pink Routing Sheet). If we have no objection (we don't!), he will discuss with CI, SO/TR, and RMO/OTR.

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8. [] are committed to the OSP overhead reconnaissance film the weeks of 13 and 27 November in the [] respectively. Mr. Duckett's office is arranging a conversation between Messrs. Land and Bissell to be filmed the first week.

9. Audio Aids Branch has a 1972 State of the Agency film on permanent retention and will have a copy of the 25th Anniversary Ceremony as soon as a print is made for us. Both films are for OTR use exclusively.

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10. [] which handles a number of different TV cassette systems told Frank [] that the industry is about to agree on a standardized, interchangeable cassette. This he predicted would be half inch. Frank inferred a caution not to plunge into the field until compatibility is reached.

11. The Educational Resources Information Center (ERIC) computer link will remain on display at the Headquarters Library. OTR personnel are encouraged to make use of it.

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12. As part of a paper [] is writing on Personnel Hiring Practices he asked me for information on our training of EOD professionals. I gave him the two courses in the ladder as printed in the Catalog and the figures on compliance with [] (attendance in IWA) for CY 1971.

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13. [] attended the annual Records Management Officers Conference [] 25 - 27 October. Other OTR personnel attending were []

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[] was unable to attend because of his wife's illness.

The Conference's opening speaker was Mr. Colby who emphasized his and the DCI's recognition of the increased need for and importance of an effective records management system for the Agency. This system is to be based on "command line" responsibility. He did not approve of a records management system based primarily on space limitations. This is a reversal of previous policy. He also emphasized the magnitude of future records handling problems created by a great increase in information collection and processing capabilities.

Each day during the Conference, the four Directorates meet in separate discussion sessions. The final conference session was the summation of problems and recommendations by each Directorate. All four Directorates were unanimous in recommending that the Agency arrange for the National Archives and Records Service (NARS) to conduct special runnings of their courses in records management for Agency personnel at an Agency facility.

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Chief
Instructional Support Staff